

CSC Adopted: October 2001 CSC Revised: November 2014

Class Title: Buyer I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides city departments with assistance in acquiring necessary goods and services while maximizing the purchasing value of public funds. Sells or disposes of surplus property, and conducts research to widen the city's vendor base.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Processes purchasing requests in the most cost effective manner by reviewing supply needs with departments, establishing a time frame, checking for vendor recommendations, determining the amount of usage of the supply, determining the cost, searching for competitors of vendors, processing contracts, issuing purchase orders, and performing any other related tasks.
2	L	Maintains records for public inspection by documenting purchase orders, price agreements, and other necessary paperwork, and using the automated purchasing system to create records and access information efficiently.
3	L	Provides assistance to other departments by answering relevant questions, advising on policies and procedures, and providing procurement support in the event of a disaster.
4	L	Maintains and sets up new price agreements by reviewing price agreements for expiration, renewing as necessary, and recommending new price agreements based on usage.
5	L	Sells, trades, and disposes of surplus property by reviewing requests from department heads to dispose of property, sending bids to vendors and awarding the property to the highest respondent.
6	L	Promotes competition and widens the vendor base by conducting research and obtaining recommendations from individuals, and meeting with vendors to determine products or services offered.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Level of knowledge equivalent to four years of high school or equivalency.
Experience	One year of experience in purchasing or related field; or an equivalent combination of education and experience.
Certifications and Other Requirements	Professional, procurement-related certification, such as Certified Professional Public Buyer (CPPB) is preferred.
Reading	Work requires the ability to read technical data, state laws, local codes and policy and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write documents, department requirements and conform to state laws, local codes, policy and procedures.
Managerial	Managerial responsibilities include managing the Key Business Initiatives, Finance Strategic Plan, Department Work Plan, Norfolk Emergency Operation Plan, purchasing reorganization and restructuring study.
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light	X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax, document distribution, meetings
Sitting	F	Computer, desk work, meetings
Walking	O	Inter-office
Lifting	O	Files, documents, records, purchase orders, invoices, office supplies
Carrying	O	Files, documents, records, purchase orders, invoices, office supplies
Pushing/Pulling	N	
Reaching	O	Files
Handling	O	Files, documents, records, purchase orders, invoices, office supplies, mail
Fine Dexterity	F	Computer keyboard, calculator
Kneeling	O	Files
Crouching	N	
Crawling	N	
Bending	O	File access
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, writing, use of office equipment
Hearing	C	Telephone, co-workers, staff, meetings
Talking	C	Telephone, co-workers, staff, meetings
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, printer, fax machine, copy machine, telephone, calculator, typewriter, Standard Microsoft Windows and Office software, Purchasing software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)